

Forklift Operator Daily Checklist - Industry Vetted

Template Information

Template ID	forklift-operator-daily-checklist
Version	v1.0
Language	English (en)
Number of Check Items	37
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This forklift operator daily checklist helps warehouse managers and safety teams prevent equipment failures and compliance gaps caused by inconsistent pre-shift inspections across the fleet. Track fluid levels, fork integrity and operational tests using a structured forklift daily checklist that every operator follows consistently before every shift. Download this checklist to reduce unplanned downtime, meet forklift inspection requirements and build a reliable warehouse safety program.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 37 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Forklift Operator Daily Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Operator Qualification and Training Verification	Operator holds a valid and current forklift operator certification issued by an authorized trainer.		
	Operator Qualification and Training Verification	Certification issue date		
	Operator Qualification and Training Verification	Certification expiration date		
2	Operator Qualification and Training Verification	Certification includes training on the specific type and model of forklift being operated.		
3	Operator Qualification and Training Verification	Operator has completed refresher training within the required timeframe or following any incidents or near-misses.		
4	Operator Qualification and Training Verification	A documented performance evaluation has been completed within the past three years, as required by OSHA.		
5	General Equipment Condition	Forklift is clean with no excessive dirt, oil, or combustible buildup on surfaces.		
6	General Equipment Condition	Nameplate with load capacity and operating information is legible and securely attached.		
7	General Equipment Condition	Chassis and overhead guard are free from structural cracks, bends, or weld defects.		
8	General Equipment Condition	Operator compartment is free of trash, loose tools, or unsecured objects.		
9	Tires and Wheels	Tires have no visible cuts, embedded material, or signs of chunking.		
10	Tires and Wheels	Tread depth is sufficient for traction and even wear is observed across surfaces.		
11	Tires and Wheels	Wheels and rims are free of cracks, warping, or missing bolts.		
12	Tires and Wheels	Lug nuts are all present, tight, and show no signs of thread damage or rust.		
13	Forks, Mast, and Attachments	Forks are free from visible cracks, bends, and excessive heel wear (per manufacturer limits).		
14	Forks, Mast, and Attachments	Fork retaining pins and locks are present and fully engaged.		
15	Forks, Mast, and Attachments	Mast and lift chains move freely and are properly lubricated without kinks or wear.		
16	Forks, Mast, and Attachments	Any attachments (clamps, rotators, etc.) are securely mounted and function as intended.		
17	Hydraulic Systems	Hydraulic fluid levels are within safe operating range with no signs of contamination.		
18	Hydraulic Systems	Cylinders, fittings, and hoses show no leaks, abrasions, or bulging under pressure.		
19	Hydraulic Systems	Tilt and lift operations occur smoothly with no hesitation or jerky movement.		
20	Hydraulic Systems	Mast stays in position without drift when control is released.		
21	Controls and Instruments	Steering operates smoothly with no lag or excessive free play.		
22	Controls and Instruments	Brake pedal applies gradually and holds the truck when fully depressed.		
23	Controls and Instruments	All gauges (battery, hour meter, fuel level, oil pressure, etc.) provide accurate readings.		
24	Controls and Instruments	Lift, tilt, and auxiliary controls respond promptly and without binding.		
25	Motor	Type of motor		
26	Motor	Battery connectors are secure and free of corrosion, cracks, or discoloration.		

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No.	Section	Check Item	Result	Notes / Evidence No.
27	Motor	Battery restraints are intact, tight, and prevent movement during operation.		
28	Motor	Battery charge level is appropriate for expected shift duration.		
29	Motor	Battery vent caps are in place and no electrolyte leakage is visible.		
30	Motor	Fuel tanks are properly secured with leak-free connections and intact O-rings.		
31	Motor	Hoses and valves on LPG tanks show no signs of wear or leakage.		
32	Motor	Fuel levels are adequate and the shutoff valve is operable and labeled.		
33	Motor	Engine compartment is free from fuel odor, pooling, or residue.		
34	Lights, Mirrors, and Safety Equipment	Headlights and brake lights operate without flicker or dimming.		
35	Lights, Mirrors, and Safety Equipment	Audible warning devices (horn, backup alarm) are loud and distinct.		
36	Lights, Mirrors, and Safety Equipment	Overhead and rearview mirrors are clean, unbroken, and correctly aligned.		
37	Lights, Mirrors, and Safety Equipment	Seat belt extends and retracts freely and locks when tested with a sharp tug.		
	Sign Off	Additional notes		

Forklift Operator Daily Checklist - Industry Vetted — Scoring & Sign-off

Sign-off

Operator signature	
Supervisor signature	